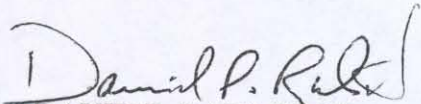


<b>ARIZONA</b> Department of Emergency and Military Affairs  <b>POLICY LETTER</b>	<b>POLICY LETTER NO. 10.08</b>	
	<b>DATE 1 MAY 2003</b>	<b>OPR DEMA-TAG</b>
<b>SUBJECT:</b> Visits by or Invitations To General Officers and VIPs	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	
<p>1. Occasionally, civilian or military divisions within DEMA will receive visits by general officers or other dignitaries, either from Arizona or outside of the state. There are occasions when it is desirable to extend an invitation to VIP's to attend a ceremony, Open House, dinner, etc.</p> <p>2. Letters of invitation may be addressed from the division directors, but are to be routed through The Adjutant General before they are sent. Such letters should be accompanied by an itinerary or other pertinent information so that The Adjutant General may be fully informed regarding plans for the activity. No invitations should be extended without authorization from the Office of the Adjutant General.</p> <p>3. The Office of The Adjutant General will be informed as soon as any information is received that a general officer or other VIP is expected. A Report of Contact (as required by DEMA Policy Letter 30.02) listing all information regarding the visit, i.e., reason/purpose, arrival and departure, times and modes of travel, etc., should be provided as soon as available, with any additional follow-up information provided as it is obtained.</p> <div data-bbox="678 897 1094 1104" style="text-align: center;"> DAVID P. RATA CZAK Major General, AZ ARNG The Adjutant General</div>		